

**STATE OF MONTANA JOB VACANCY**  
**AN EQUAL OPPORTUNITY EMPLOYER**  
DEPARTMENT OF REVENUE  
"External Recruitment"

<b>Position Title:</b>	<b>Human Resource Specialist</b>
<b>Position Number:</b>	58101008
<b>Division:</b>	Office of Human Resources
<b>Grade/Salary:</b>	Grade 15 / \$15.46 - \$18.81 hourly DOQ
<b>Type of Employment:</b>	Part-time Permanent
<b>Location:</b>	Helena
<b>Union:</b>	No
<b>Supplement:</b>	Yes
<b>Hiring Supervisor:</b>	JeanAnn Scheuer
<b>Closing Date:</b>	September 19, 2006

**Special Information:** This is a part-time position that requires 20 – 28 hours per week. The successful applicant is entitled to all state benefits. Applicant will determine work schedule.

**Role Summary and Duties:** We are searching for an HR Specialist to perform a variety of professional and administrative human resource duties. The successful applicant must possess unquestionable integrity, be a team player, and possess demonstrated skills and knowledge of confidentiality policies and procedures.

- Strategic support to management in all HR functions;
- Proven ability to handle highly sensitive information and maintain confidentiality;
- Coaching of managers to create and maintain a work environment with high morale and productivity;
- Partnering with hiring managers to review positions, fill vacancies and ensure interviewing process is conducted in accordance with governing federal, state and departmental policies and procedures;
- Ensure the accurate application of all recruitment policies and procedures are applied to department postings, the acceptance of applications, hiring materials, behavior-based interviewing questions and the interview processes;
- Provide applicant testing procedures and processes to hiring supervisors, when needed;
- Work with management on role preparation and updates;
- Provide training to employees and management in effective management, recruitment, New Employee Orientation and other aspects of Human Resources as needed;
- Ensure enforcement of state sexual and hostile harassment policy;
- Provide salary recommendations based on policy and internal equity;
- Oversee the department's background check process;
- Responsible for the successful management of personnel practices and policies, policy interpretation and administration, employee relations, performance management, coaching, and employee retention;
- Oversee and advise management and employees on the department's performance appraisal process;
- Provide advice and resolution to classification issues;
- Oversee the administration of FMLA, ADA and EEO Rules and Regulations;
- Ensure effective implementation and application of labor contract;
- Effectively work with management and employees to resolve grievances and labor disputes;

- Act as an advisor and recommend solutions by investigating, developing and assisting with corrective and disciplinary actions;
- Perform all other position related duties as assigned or requested to ensure maximum effectiveness of the Human Resources function;
- Must have strong understanding of Employment Law and proactively maintain current knowledge of the HR field and Employment Law developments;
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed; and
- Ability to work effectively with a broad spectrum of individuals.

**Competencies:** The position requires comprehensive knowledge of concepts and practices of personnel management; knowledge of Human Resource laws, policies and procedures, specifically: ADA, EEO, FLSA, FMLA, discipline handling, harassment and Human Rights; comprehensive knowledge of recruitment and selection theory and application; and the state classification methodology. The ideal applicant has experience in competency-based systems, behavioral interviewing techniques and performance appraisal processes. Interpret, implement and apply employment law; organizational and employee development, succession planning, compensation, staffing, employee relations, performance management and corrective action. Individual must successfully build rapport and influence and sustain credibility with executive leadership and management. Must be able to research information and analyze data to arrive at valid conclusions, recommendations and plans of action. Must possess strong analytical, oral and written communication skills. Excellent organizational skills. Strong ability to multi-task in a fast-paced environment with rapidly fluctuating priorities. Flexible team player with positive attitude.

Excellent written and oral communication skills, demonstrated strong judgment skills and professionalism, demonstrated abilities as a creative problem-solver. Must possess strong project management skills and prioritization abilities. Working knowledge of Word, Excel, Outlook and PowerPoint skills required.

**Education and Experience:** The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to high school graduation or GED, with post-secondary training in Human Resources, Personnel Management, PHR certification or related field. Minimum of three years work experience as a Human Resource Specialist required. Comprehensive knowledge of employment law and personnel policy regulations as they relate to human resource issues. Previous experience with the state's recruiting process is preferred.

**Application Deadline:** All application materials must be received by 5:00 p.m. on the closing date. Application materials may be sent directly to:

Human Resources  
Department of Revenue  
PO Box 1712  
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at <http://employmontana.com>. Phone: (406) 444-9858; Fax: (406) 444-6998.

**Accommodations:** The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

**Application and Selection Process:** Possession of required competencies *may* be measured through an evaluation of *some or all* of the following: education and experience, the Montana state application form

and application supplement, a structured oral interview, resume, performance test, written examination, and previous performance appraisals and/or reference checks. The applicants who appear to best meet the qualifications for this position may be selected for a structured interview. If applicants for this position do not meet the minimum qualifications, a training assignment may be considered.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at <http://employmontana.com>.
2. Answers to the supplemental question (see attached).
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

**Additional Application and Selection Process:** Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

**New Employee Probation Status:** For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

**Immigration Reform Control Act.** In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

**Montana Compliance with Military Selective Service Act.** In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

**Department of Revenue  
Supplemental Question**

**Position Number:** 58101008  
**Position Title:** Human Resource Specialist  
**Application Deadline:** September 19, 2006

**Instructions:** Please complete the following supplement question. Put your name and the position number for which you are applying on the top of each page. Your response must be printed clearly or typed on standard paper. This supplement will be reviewed separately from the state application so please repeat any information necessary. Limit your response to two pages.

- 1. Please describe your work experience in the field of Human Resources and tell us why you feel you are the best candidate for this position.***